



Lancaster Theological Seminary

Request for Waiver of Requirement

If you wish to have a record of this transaction, please print a copy for your files.

Today's Date:

Student Name:	Program:
Academic Year:	Academic Term:

Occasionally students have had prior study or experience in an area for which a course is required. In order to avoid redundancy in study, it is possible to request a waiver for a required course. To request a waiver for a required course or component, or to arrange for a substitute requirement, a student must

- Complete the information requested below.
- Secure the required signatures.
- Submit the completed and signed form to the registrar for processing.

In cases in which substantial alterations of course requirements are called for, a proposal of alternate study is worked out among the student, the faculty advisor and the Dean of Students. The merits of previous experience and study are evaluated in terms of their equivalency to the requirements.

Because waivers are related to specific circumstances, the granting of a waiver for a particular student should not be regarded as precedent. Note that waiving a requirement does not reduce the total number of credit hours required for graduation.

I request that the following requirement be waived:

Course Number:	Course Name:
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In certain circumstances it may be appropriate for a student to waive a required course arranging a substitute course. The substituted course must be successfully completed before the request for waiver will be considered.

Course to be substituted, if applicable:

Course Number:	Course Name:
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Reason for waiver request:

Approval:

Signature of Advisor:

Date:

Signature of Professor:

Date: